

BUDGET LETTER

NUMBER: 96-22

**SUBJECT: SUBMISSION OF BUDGET MATERIALS TO THE LEGISLATURE
AND THE LEGISLATIVE ANALYST'S OFFICE**

DATE ISSUED: NOVEMBER 18, 1996

REFERENCES:

SUPERSEDES: BL 95-19

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

A. Budget Galley

Departments are reminded that budget decisions are confidential until after the Governor's Budget is released by January 10, 1997. Accordingly, information contained in the budget galley is confidential and must not be released outside the department. The Department of Finance will provide paged budget galley to the Legislative Analyst's Office (LAO) in late December.

B. Supplemental Budget Documents

Departments must submit seven copies of the following supplemental budget documents, which will be provided to the LAO and the Legislative Fiscal Committees. Copies of these documents must be forwarded to the Department of Finance budget analysts as soon as possible, but no later than January 6, 1997, per Budget Letter 96-03.

1. Approved Budget Change Proposals (BCPs)

Departments must revise BCPs that were approved in part to reflect final decisions.

2. Supplemental Schedules

Departments must submit Supplementary Schedules for Operating Expenses and Equipment, Federal Funds and Reimbursements which reflect the final Governor's Budget.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst if you have any questions.



Carl Rogers
Program Budget Manager

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Upcoming Budget Letters

- Section 11.00 - Information Technology Contracts.